

**FINANCE & PERSONNEL COMMITTEE**  
**April 10, 2018**

PRESENT: Chairperson Rusniak, Members Jewell, Kohler, Alternate Member Hegy

ABSENT & EXCUSED: Member Wintringer

ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, Police Lieutenant MacFarlan,  
Police Chief Groves

Call to Order – Chairperson Rusniak called the meeting to order at 6:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present except Member Wintringer who was absent and excused. Alternate Member Hegy was also present.

Public Comment Period – None.

Licenses – MOTION by Alderperson Jewell, and seconded by Alderperson Kohler recommending to the Common Council a bartender license for Jennifer Prill. MOTION CARRIED.

Hartford Hotel Group Class B Liquor License – MOTION by Alderperson Kohler, and seconded by Alderperson Jewell recommending to the Common Council approving a Class B liquor and beer license for Hartford Hotel Group, LLC for the period from May 1, 2018 – June 30, 2018 for 110 East Sumner Street. MOTION CARRIED.

Police Department Digital Media Fee – The police department is recommending that the municipal code be amended to include a \$15.00 fee for copies of digital media, due to the operational changes that have uniquely affected the department in this area. A survey of 11 comparable area police departments was conducted to see what fees they are currently charging to generate copies of digital media. The average fee being charged was \$14.82/disc.

MOTION by Alderperson Jewell, and seconded by Alderperson Kohler recommending to the Common Council an ordinance amending Section 42.04(1) of the municipal code to include a \$15.00 fee for copies of digital media. MOTION CARRIED.

Police Patrol Vehicles for 2018 – The 2018 CIP includes funds for the purchase of three police patrol vehicles to replace three 2016 Police Interceptors Sedans. These replacements are consistent with the two year rotational policy set by the Council in 1995. Based on quotes from the Ewald Automotive Group, the base cost for the three vehicles is \$95,813.50, plus other costs associated with placing the vehicles into service. The department continues to have very good success in utilizing the services of Auctions Associates of Ripon for disposal of the 2016 vehicles. Police Chief Groves provided information on the vehicles, and responded to questions.

MOTION by Alderperson Kohler, and seconded by Alderperson Jewell recommending to the Common Council authorizing the purchase of three 2018 Ford Police Interceptor SUV's from

Ewald Automotive Group, per bid specifications, for a combined price not to exceed \$95,812.50 and to utilize remaining project funds to place these vehicles into service; and further authorizing appropriate City officials to dispose of the three 2016 Ford Police Interceptors by utilizing the services of Auctions Associates of Ripon. MOTION CAERIED.

Communications Officer Vacancy – A part-time 50% communications officer has submitted her resignation effective April 12, 2018, however she has expressed interest in staying on as a part-time floater communications officer. The department is requesting approval to generate an eligibility list to fill the vacancy as soon as possible, and to maintain that eligibility list for any potential future vacancies. In addition the department is requesting that it be allowed to add a fourth part-time floater position.

MOTION by Alderperson Hegy, and seconded by Alderperson Jewell authorizing appropriate City Officials to establish a current Communications Officer eligibility list to fill the vacated 50% part-time communications officer position; and recommending the addition of a 4th part-time floater communications officer to the approved staffing levels, to be filled with the vacated 50% communications officer, contingent upon Police and Fire Commission approval. MOTION CARRIED.

Adjournment – MOTION by Alderperson Jewell, and seconded by Alderperson Kohler for adjournment. MOTION CARRIED.

Respectfully submitted,  
Lori Hetzel, City Clerk

LH:pb  
FPAPR10.18  
Compiled by Pat Borlen, Deputy Clerk